

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, February 16, 2021 at 9:00 a.m. in Room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Kuehl, and Hilbert (by phone)

MEMBERS EXCUSED: None.

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; James Mielke, County Administrator; Ed Somers, Executive Director/Administrator; Patti Hilker, County Treasurer; Megan Firari, Human Resources Specialist; Lynn Hron, Clerk of Courts; Russ Freber, Physical Facilities Director; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Dan Siegmann, Public.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. Wiersma read a letter to the Committee signed by twelve (12) co-workers regarding the McGrath Compensation Structure and a request to grandfather Senior Social Workers. Siegmann also shared comments regarding the McGrath Compensation Structure. Freber requested consideration to reinstate the July 1, 2020 performance/merit increases frozen due to COVID. Hron concurred with Freber, requesting reinstatement of the July 1, 2020 performance/merit increases.

Motion by Greshay to approve the minutes of the open session minutes and the closed session minutes of the regular meeting on January 19, 2021. Second by Schmidt. Motion carried without negative vote.

Mindemann presented a 2020 Worker's Compensation Report. Hinze provided and explained the Mod Impact on Premium Analysis provided by Robertson Ryan & Associates, risk management. Hinze and Mindemann answered questions from the Committee.

Mindemann and Firari presented 2020 Exit Interview Reports and answered questions from Committee members.

Hinze provided an update regarding the Performance Management Project stating that McGrath will be submitting the recommended forms this week and will provide an update at the next Committee meeting.

Hinze reported that all job descriptions were returned to McGrath for final review. Hinze read information to the Committee from McGrath explaining their reasons for the new progression requirements and consolidation of levels. Hinze explained that there was no intent to slight any long-term employee noting that if there is an opportunity for grandfathering, she would support the Committee's review of this. Hinze expressed that the proposal is still a draft.

Hinze stated that she reviewed the On Call Pay and Call In policies with departments stating that no changes were requested and only minor language changes were requested by the Sheriff related to a definition for "emergency".

Motion by Kuehl to approve the On Call Pay and Call In policies as presented. Second by Greshay. Motion carried without negative vote.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Customer Service/Support Specialist- Clinical Services	Human Services & Health
One (1) Advanced Practice Nurse Practitioner- Clinical Services	Human Services & Health
One (1) Clinician I, II, or III- Community Programs	Human Services & Health
One (1) ADRC Resource Specialist	Human Services & Health
One (1) Accounting Technician	Human Services & Health
One (1) Correctional Officer	Sheriff
One (1) Deputy Sheriff- Patrol Division	Sheriff
One (1) Building Maintenance Technician	Highway
One (1) Diesel/Heavy Equipment Mechanic Lead	Highway
One (1) Deputy Clerk of Courts	Clerk of Courts

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay.
Motion carried without negative vote.

Mindemann presented a General Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for an intermittent leave from 03/03/2021 through 09/02/2021 with a request to use sick time. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried without negative vote.

Mindemann presented an unpaid General Leave of Absence for consideration for an employee with the Sheriff's Office not eligible for Federal and State Family and Medical Leave for continuous leave from 04/19/2021 through 05/12/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Schmidt to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried without negative vote.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for a continuous leave from 02/08/2021 through 03/06/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: Trevor Mallon, Deputy in Training, \$21.63, 02/11/2021, Sheriff. PROMOTION – UNION: None. STEP INCREASE – UNION: Jerney Wolfe, Deputy Sheriff, \$36.54, 01/2/2021; Luke Luther, Deputy Sheriff, \$32.26, 01/2/2021; Scott Anderson, Deputy Sheriff, \$31.83, 01/15/2021; Matthew Mayer, Deputy Sheriff, \$31.83, 01/29/2021. APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Joshua Barth, Correctional Officer, \$21.62, 01/28/2021, Sheriff; Jeni Reinhold, Correctional Officer, \$23.35, 01/28/2021, Sheriff; Lori Ellis, Custodian II, \$15.23, 02/15/2021, Physical Facilities; Benjamin Strieff, Highway Maintenance Tech, \$21.18, 02/02/2021, Highway; Shannon Held, RN Case Manager, \$28.77, 01/25/2021, Human Services & Health. NEW HIRE – PART TIME: Keith Braunschweig, Transportation Driver, \$12.78, 02/15/2021, Human Services & Health. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: Karen Gonzalez, Clinician III, \$28.39, 01/28/2021, Human Services & Health, Amanda Schulz, Social Worker II, \$25.80, 01/28/2021, Human Services & Health; Kayla Kleinsteinber, Nutrition Program Coord. (LTE), \$16.95, 02/22/2021, Human Services & Health. PROMOTION: Morgan Wisht, GIS Property Analyst, \$13.80, 02/11/2021, Land Resources

& Parks. STATUS CHANGE PT to FT: Stephanie Paff, Human Resources Secretary, \$16.95, 01/06/2021, Human Resources. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze notified the Committee of Human Resources beginning Stay Interviews.

Future Agenda Items: Job Description Project, Performance Management Project, Paid Time Off (PTO), Review of 2020 Frozen Step and Merit Increases

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, March 2, 2020 at 9:30 a.m. and Tuesday, March 16, 2021 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:77 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.